

## CITY OF ALAMEDA

### Memorandum

To: Honorable Mayor and  
Members of the City Council

From: John A. Russo  
City Manager

Date: February 7, 2012

Re: Introduce an Ordinance Amending the Alameda Municipal Code by  
Amending Article II (Boards and Commissions) of Chapter II  
(Administration) to Reduce Membership on Various Commissions

### BACKGROUND

For the past year, staff has been analyzing all existing Boards and Commissions (B&C) to identify opportunities to improve governance efficiencies. In the first phase of the analysis, staff reviewed all of the organizing language for each body codified in the City Charter and the Alameda Municipal Code (AMC). On April 5, 2011, the City Council adopted an ordinance that standardized the organizing language for each B&C.

As a second phase of the analysis, staff evaluated opportunities to reduce staff workload without compromising necessary public services or regulatory functions. On May 3, 2011, staff presented three options to the City Council for consideration. The options included: consolidating functions and activities, reducing the number of members, and reducing the frequency of meetings. A subcommittee (Vice Mayor Bonta and Councilmember deHaan) was appointed to work with staff to develop a public engagement process to support the B&C analysis effort.

After the subcommittee presented its recommendations to the full City Council on June 7, 2011, the Council asked the subcommittee to revise the effort to allow for public engagement in advance of a staff report and any presentations. On November 15, 2011, staff brought forth two surveys, developed in close consultation with the subcommittee, for the City Council's consideration. One of the surveys was for the general public, while the other was for B&C members. The intent of the surveys was to obtain feedback on ways to improve both the effectiveness and efficiency of each B&C.

At the November 15, 2011 meeting, the City Council expressed dissatisfaction with the surveys as drafted, particularly the general public survey. As a result of this dissatisfaction and staff's need to focus on other high-priority, end of year projects, the surveys were not released.

In December, Mayor Gilmore received a request from the Chair of the Recreation and Park Commission, writing on behalf of the entire Commission, requesting that the

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number of Commissioners be reduced from seven to five. Chair Restagno's request noted that the Commission has only four members due to several recent resignations, and all four members must be present to have a quorum. With a five-member body, only three members would be needed for a quorum, thus enabling the Commission to function more easily.

## DISCUSSION

### *Membership*

Given the request by the Chair of the Recreation and Park Commission to reduce the membership of this Commission, staff thought it prudent to review all those Commissions with more than five members to determine if reductions in membership were warranted given dwindling staff resources, the difficulty staff sometimes faces in filling seats on the commissions, and the inability to reach a quorum when seats remain unfilled. (Charter Boards, such as the Planning Board, were excluded from this review.)

The following Commissions have more than five members, and the staff secretaries have recommended that their membership be reduced:

- Commission on Disability Issues: reduce from 11 to 7
- Economic Development Commission: reduce from 9 to 7 but retain designated seats
- Golf Commission: reduce from 7 to 5
- Recreation and Park Commission: reduce from 7 to 5
- Youth Advisory Commission: reduce from 11 to 7

While some Commissions are already operating with fewer members than currently authorized, such as the Economic Development Commission and the Golf Commission, others have a full complement of members. For those Commissions with no vacancies, the reduction in membership shall be accomplished through voluntary resignations and through not filling vacancies as terms expire.

### *Meeting Frequency*

Most of the City's Boards and Commissions meet monthly. This can pose an administrative burden on staff given the time needed to prepare agenda items and minutes as well as attend the meetings. Some Boards and Commissions must continue to meet monthly, or more frequently in the case of the Planning Board. However, staff recommends that several Boards and Commissions reduce their meeting frequency such that they meet on a bimonthly basis but have the ability to meet more frequently should the need arise. The bimonthly schedule would apply to the following Boards and Commissions:

- Commission on Disability Issues
- Economic Development Commission

- Golf Commission
- Library Board
- Recreation and Park Commission
- Social Service Human Relations Board
- Transportation Commission
- Youth Advisory Commission

Reducing the meeting frequency will require most Boards and Commissions to amend their bylaws. Staff secretaries have been instructed to discuss this change with their Board and Commission members as appropriate.

#### FINANCIAL IMPACT

Reducing the membership on various Commissions and reducing the meeting frequency of some of the Boards and Commissions will lead to overtime savings for those Boards and Commissions that rely on non-exempt staff to help with their meetings. Staff will also have more time to spend on other important priorities. Given the City's current \$4.4 million budget gap for FY12-13, the City may be forced to lay off staff and further reduce programs. Making these modest changes to the Boards and Commissions will help the City ensure that it uses its limited staff resources prudently.

#### RECOMMENDATION

Introduce an Ordinance amending the Alameda Municipal Code by amending Article II (Boards and Commissions) of Chapter II (Administration) to reduce membership on various commissions.

Respectfully submitted,



Lisa Goldman  
Assistant City Manager

CITY OF ALAMEDA ORDINANCE NO. \_\_\_\_\_

New Series

AMENDING THE ALAMEDA MUNICIPAL CODE BY AMENDING  
ARTICLE II (BOARDS AND COMMISSIONS) OF CHAPTER II  
(ADMINISTRATION) TO REDUCE MEMBERSHIP ON VARIOUS  
COMMISSIONS

BE IT ORDAINED by the Council of the City of Alameda that:

Section 1. The Alameda Municipal Code is hereby amended to read as follows:

**ARTICLE II. BOARDS AND COMMISSIONS**

**2-12 RECREATION AND PARK COMMISSION**

**2-12.2 Membership; Appointment; Term of Office; Removal; Vacancies.**

- a. The Commission shall consist of seven (7) members, all of whom shall, at the time of their appointment and continuously during their incumbency, be residents of the City.

**2-13 GOLF COMMISSION**

**2-13.2 Membership; Appointment; Term of Office; Removal; Vacancies.**

- a. The Commission shall consist of seven (7) members, all of whom shall, at the time of their appointment and during their incumbency, be residents of the City.

**2-15 ECONOMIC DEVELOPMENT COMMISSION**

**2-15.2 Membership; Appointment; Term of Office; Removal; Vacancies.**

- a. The Commission shall consist of seven (7) members, all of whom shall, at the time of their appointment and during their incumbency, be residents of the City.

**2-15.5 Composition of Commission: Special Terms, Qualifications, and Conditions.**

Five members of the Commission shall be appointed so as to represent each of the following industries:

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Approved as to Form

City Attorney

Banking and Finance  
Retail and Commercial  
Real estate and Land Development  
Manufacturing and Industrial  
Marine and Waterfront-Related

## **2-19 COMMISSION ON DISABILITY ISSUES.**

### **2-19.2 Membership; Term of Office; Removal.**

- a. The Commission shall consist of seven (7) members, all of whom shall be residents of the City.

## **2-21 - YOUTH ADVISORY COMMISSION.**

### **2-21.2 Membership; Appointment; Term of Office; Removal; Vacancies.**

- a. The Commission shall consist of seven (7) regular members, all of whom shall be residents or attend a school within the City.

Section 2. The Alameda Municipal Code is hereby amended by repealing subsection 30-65.7 (Public Art Commission) of Article VI (Real Estate Subdivision Regulations) in its entirety.

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council of the City of Alameda hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

Section 4. This ordinance shall be in full force and effect from and after expiration of thirty (30) days from the date of its final passage.

\_\_\_\_\_  
Presiding Officer of the Council

Attest:

\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda

\* \* \* \* \*

I, the undersigned, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by Council of the City of Alameda in regular meeting assembled on the \_\_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the official seal of said City this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda